

## **AUTOMOTIVE TECHNICIAN**

**DEFINITION:** Under general supervision, performs journey level work of moderate difficulty in diagnosing, repairing, overhauling and servicing of a variety of automotive vehicles; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Performs preventive maintenance and vehicle inspections; performs vehicle performance testing; inspects brakes and electrical systems; repairs and replaces brakes and hydraulic systems; inspects, services and repairs suspension and steering systems; performs vehicle alignment and adjustment; repairs transmissions and transaxles; performs heating and air-conditioning maintenance and repair including refrigeration addition or recovery.

Conducts computer diagnostic evaluations on engine, ignition, fuel, air induction and exhaust, emissions control, etc.; performs emergency tire repairs and replacements; assists with wrecker/towing services; performs major engine repairs; receives customer complaints and work order requests; prioritizes work orders and coordinates with other technicians; logs in all work orders; records parts and labor for work orders; maintains a safe and clean work area.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of automotive and light equipment maintenance and repair.

Knowledge of applicable Navajo Nation, state and federal laws, rules, regulations and policies and procedures related to vehicle maintenance and operation.

Knowledge of occupational safety and health policies and procedures related to vehicle maintenance and repair.

Knowledge of environmental regulations, rules and guidelines related to chemicals, solvents and refrigerants utilized in vehicle maintenance and repair.

Knowledge of electronic and computerized automotive diagnostic equipment used to maintain and repair vehicles and equipment.

Skill in prioritizing, scheduling and completing work.

Skill in ensuring the safe repair, maintenance and inspection of vehicles.

Skill in utilizing computer databases to enter and retrieve work orders, records and logs.

Skill in utilizing customer service techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate travel to remote locations, driving in adverse weather conditions, lifting, carrying and moving automotive parts and supplies weighing up to 50 pounds with exposure to potentially hazardous chemicals and solvents.

### **MINIMUM QUALIFICATIONS:**

- An Associate's degree in Automotive Technology; and two (2) year diagnosing, repairing, overhauling and servicing automobiles.

THE NAVAJO NATION

Class Code: 4046  
General Services and Maintenance Series  
Fleet Maintenance Group  
Overtime Code: Non-Exempt  
Pay Grade: 61

## **AUTOMOTIVE TECHNICIAN**

### **PREFERRED QUALIFICATIONS:**

- Three (3) years of experience in automotive service.
- Automotive certification.
- Proficient in Microsoft Office software or other computer applications.

### **SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

### **Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.